



**RULES OF THE JUDICIAL
MERIT SYSTEM
OF THE SUPERIOR COURT IN
YUMA COUNTY**



APPENDIX B

SUPERIOR COURT IN YUMA COUNTY

JUDICIAL COMPENSATION POLICY AND PROCEDURE

I. Purpose

The judicial pay plan provides for compensation schedules for the various job classifications in the classification plan adopted by the courts and court departments effective October 1, 2000 to ensure equal pay for equal work. Pay and compensation matters will be administered in accordance with the Judicial Compensation Policy and Procedure. This policy applies to all employees, including probationary, classified, unclassified, temporary, full or part time as applicable.

II. Authority

The Presiding Judge is the final authority for resolution of compensation issues. The Presiding Judge may change or amend the compensation policy and procedures as necessary. The Judicial Management Team will advise the Presiding Judge and make recommendations for periodic changes or adjustments of the basic pay plan due to factors such as comparable pay for similar positions within the county or state, the county's financial resources, the labor market and other relevant factors.

III. Pay Plan

The basic pay plan consists of salary grades and an open range pay plan. Each job classification in the Classification System is assigned a grade/open range. The grade/open range designation is determined by considering the relative level of duties and responsibilities of various classifications, rates paid for comparable classifications elsewhere, the County's financial resources and other relevant factors.

Human Resources shall utilize current salary data, the employment market and other pertinent factors as a basis for making recommendations to the County Administrator for approval by the Board of Supervisors. Periodic changes or adjustments are necessary to maintain the pay plan. Grade/open ranges are assigned with regard to internal and external equity considerations as well as labor market competitiveness factors.

IV. Entrance Salary

The entry salary for a position is the minimum salary of the grade for the position. An Appointing Authority may appoint a new employee to a position at a salary up to ten percent (10%) more than the minimum in the grade for the position-based on recruiting difficulty, the appointee's qualifications and the needs of the department. The Appointing Authority will submit a written justification to the Judicial Management Team for review and approval if the proposed salary for a new hire is more than 10% above the minimum salary of the job class of the new employee. The Judicial Management Team will make a recommendation to the Presiding Judge for final determination. No rate exceeding the maximum for the pay grade will be approved.

V. Temporary or On-Call Status Employee Pay Assignment

The pay rate of a temporary or on-call employee will normally be at the minimum of the pay grade for the assigned job class, whether for a new hire or an assignment change for a current employee. A rate above the minimum of the pay grade may be recommended at the discretion of the Appointing Authority and must be justified by the background, education or experience of the employee. The Appointing Authority will present in writing such justification to the Court HR Manager for review. The Court HR Manager will then forward the Appointing Authority's memo and a recommendation to the Presiding Judge who will decide whether the increased rate is appropriate. No rate exceeding the maximum for the pay grade will be approved.

VI. Re-entry to Court Service

An employee who is reinstated within (2) years of the date of separation is eligible for appointment to a grade and step that is equal to or less than the grade and step that the employee had attained prior to separation plus any adjustments made to the previous classification since their separation from court service, at the sole discretion of the Appointing Authority.

VII. Salary Adjustments

A. Promotion

The pay rate of an employee who is promoted may be increased to a rate of pay not to exceed ten (10%) percent above the employee's current rate of pay, or ten percent (10%) above the entry rate of the pay grade for the new classification. The Appointing Authority will submit a written justification to the Judicial Management Team for review of the proposed salary if the proposed promotional salary is greater than either of the above options. The Judicial Management Team will make a recommendation to the Presiding Judge for final determination. No rate exceeding the maximum for the new grade will be approved.

B. Unsatisfactory Promotional Probation Period

The pay rate of an employee who fails to satisfactorily complete a promotional probationary period and who is returned to the previous classification or another class of the same or lower pay grade, will be reduced to the pay rate received prior to the promotion and then increased by any annual or other rate increase occurring subsequent to the promotion which would have been applicable to the employee. The new rate must be within the pay grade of the new classification.

C. Transfer and/or Class Change

The pay rate of an employee who is reassigned or transferred to a position in the same Class, or to another Class on the same pay grade, will be at the same pay rate received prior to transfer or Class Change.

D. Demotion

The salary of employees who voluntarily request a grade decrease or who are demoted for disciplinary reasons may be reduced as follows: (Amended February 25, 2016)

1. If an employee is returned to a position which they formerly held or a similar position, the employee's salary may be reduced by the same amount as received on the promotion to the position.
2. If an employee is demoted to a position not previously held or to a lower pay grade, the Appointing Authority may reduce the employee's salary by an amount not to exceed ten percent (10%). Taking into consideration the number of pay grades between the two (2) classifications and salary equity issues of current employees in the lower classification, the Appointing Authority or Court Human Resources Manager may make a written request to the Presiding Judge asking for a greater reduction in the employee's salary. (Amended October 5, 2006 retroactive to March 1, 2002) (Amended February 21, 2007)

E. Reclassification and/or Pay Grade Adjustment

When a position is reclassified or the pay grade of a classification is adjusted, the salary of the incumbent in the position may be adjusted as follows:

1. For a position assigned to a higher pay grade, the employee may be placed in the same range in the new grade. Any increase greater than that provided herein requires the approval of the Presiding Judge. No salary exceeding the maximum of the higher pay will be approved.

2. For a position assigned to the same pay grade, the salary of the incumbent will remain the same as the employee's current rate.
3. For a position assigned to a lower pay grade, the salary of the incumbent may not exceed the maximum of the lower pay grade.

F. Special Duty Assignment

The pay rate of an employee approved for a special duty assignment due to absence or vacancy of a position with a higher grade classification shall be increased by an amount not to exceed ten percent (10%) of the current salary, or that minimum of the higher pay grade, for performing the duties of that position. The assignment must be for a minimum of twenty (20) work days but not longer than one (1) year. The new pay rate cannot exceed the maximum of the higher pay grade.

G. Return from Special Duty

The pay rate of an employee who returns from a special duty assignment will be reduced to the same rate received prior to the special assignment and then will be increased by any annual or other rate increase which may have been approved during the special duty assignment which would have been applicable to the employee.

H. Differential Pay

Judicial Assistants who are assigned to a Presiding Judge shall be compensated a 5% pay differential for administrative duties related to the Presiding Judge's assignment. Once the assignment to a Presiding Judge ends, the incumbent's pay will be reduced by the same amount as it was increased. (Amended February 4, 2019)

I. Performance/Step Increases

1. Nature

The Judicial Merit System incorporates an evaluation system that establishes pay grades for each job class, with incremental salary adjustments. Salary adjustments in an amount approved by the Yuma County Board of Supervisors, will be accorded annually. A salary increase is not a right of an employee but is a salary adjustment related to funds approved each year by the Board of Supervisors. The Appointing Authority has exclusive authority to approve salary increases.

2. Step Increase Eligibility

- a. Employees are eligible for a salary adjustment on the first pay period of each new fiscal year, or as otherwise directed by the Board of Supervisors.
 - i. An employee's anniversary date is their original date of hire or promotion date (or the date assigned by administrative order, statute or ordinance). An employee's anniversary date will not be used to compute the implementation date of any salary adjustments approved by the Board of Supervisors.
 - ii. An employee who fails a promotional probationary period and is returned to their original classification will have an anniversary date that is the same as they had prior to their promotion.
 - iii. A position reclassification does not change an employee's anniversary date.

J. Special Salary Advancement

If special and unusual circumstances, including meritorious performance warrant a special salary adjustment, an employee's Appointing Authority may propose a special step increase for a regular status employee by submitting a written justification to the Presiding Judge of the Superior Court via the Judicial Management Team.

1. Eligibility Requirements

To be eligible an employee must have:

- a. been regular status for at least two (2) years;
- b. at least three (3) years in a position with the same job title;
- c. had no disciplinary action within that time period; and,
- d. a score of "meets" on their last three (3) performance evaluations.

2. Approval

The Judicial Management Team will review the written justification and make a recommendation for action to the Presiding Judge. The Presiding Judge will make the decision for approval or denial of the request.

3. Guidelines

A special salary increase not to exceed ten percent (10%) of an employee's salary may be granted once in a twelve month period. No adjustment that exceeds the maximum of the employee's pay grade will be approved.

VIII. Separation Pay

- A. In addition to any wages due at the time employees are separated from employment within the courts, they will be paid their regular hourly rate and all accrued annual leave and accrued compensatory time.
- B. Wages, accrued annual leave and accrued compensatory time will be paid to the heirs, beneficiaries or estate of a deceased employee.
- C. Regular status employees are eligible to receive payment for all accrued sick leave upon separation from employment with the courts or court department at the rate of three dollars (\$3.00) per hour of sick leave up to one thousand (1,000) hours of such unused leave. Reimbursement of accrued sick leave is conditioned upon an employee's continuous employment with a court or county department for five (5) years, and upon the condition that the employee provide the courts with at least two (2) weeks notice prior to separation from the courts. See also Rule 15.06 F. "Payment of Unused Sick Leave."